

Covid-19 Risk Assessment

Company name: Bramlies Bed & Breakfast

107 Bridport Road, Dorchester, Dorset DT1 2NH

Services provided: sleeping accommodation and breakfast

Assessment carried out by: Alison Demir (Owner)

Date initial assessment carried out: 29/06/2020

Date of most recent update: 20/05/2021

SARS-CoV-2 is a respiratory virus that can invade a host via the respiratory route or via hand to eye/mouth/nose contact, causing the disease Covid-19.

People who appear healthy may be carrying and shedding the virus, which can be passed on either directly or indirectly to others. This means we need to assume that anyone could be carrying the virus.

The risks:

- Direct contact to face – eyes, nose from droplets or aerosols spraying from an infected person onto another person who is in close contact.
- Contamination via droplets from sneezing and coughing landing on surfaces and then transferring via hands on to eyes, nose or mouth. Other means of secretions getting on to surfaces could be from infected people touching their eyes, nose and mouth and then touching surfaces with contaminated hands.
- Contaminated hands of infected people can transfer the virus directly to others, e.g., handshakes, or on to hand contact surfaces which can be picked up by other people's hands and transferred to their eyes, nose or mouth.
- Possible transmission from faeces to hands and then directly or indirectly to the body via hands and transferred to hand contact surfaces which can be picked up by other people's hands and transferred to their eyes, nose or mouth.

The main controls are:

- Social distancing in accordance with government guidelines.
- Disinfecting hand contact surfaces.
- Hand washing and hand sanitiser use at key moments.
- Not touching eyes, mouth or nose with contaminated fingers.

The controls set out in this document will be specific for this operation, taking into account how the business operates and how guests and the family use the premises and interact.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Covid-19	Guests and family – contact	The Green Room (in the house) is closed for the foreseeable future. Only the Garden Suite and the Lily Pad are available for guests to stay in – both are in the garden annex with access around the side of the house and direct individual access into the rooms from the garden.	Although not a government requirement we have made the decision that rooms will be left for a minimum of 24 hours between different reservations to ensure safety of guests and family from the virus. Full sanitisation and cleaning (which includes fogging the rooms as part of the antiviral disinfection process so that all surfaces including soft furnishings will be sanitised to NHS standards) will be completed between guest reservations using PPE and also double checking against our in-house touch points check list. TV remote controls are kept in clear sealed plastic bags (ziplock) to make it easier to sanitise thoroughly between guests. Pillowcases and under pillowcases will be laundered between guests as per normal procedure.	Owner will manage the diary. Telephone and online bookings will be accepted with an automatic cleaning buffer of a minimum of 24 hours.	From now on and certainly for the rest of 2021 to allow vaccination of the population and until the owner is confident that a revaccination programme is in wide circulation, from government guidance.	Updated 20/05/21
Covid-19	Guests and family – contact	Breakfasts will either be provided on the decking if the weather is good (tables and chairs spaced	Monitor as we move through the pandemic. As we move towards the autumn 2021 consider reopening the	Owner – explain this as bookings come in over	From now on with	Updated 20/05/21

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		<p>more than 2 metres apart), or the Garden Suite can have breakfast brought to their lounge, the Lily Pad is really only suitable for breakfast for single occupancy. Food will be brought to the door (owner having just washed hands) and be placed on a small table outside the door to guests' room, knock on door and step back allowing guests to pick up the tray thus maintaining the guests' "bubble" in their room. Similarly, guests to place used items onto the tray and back onto the table to be collected by the owner (gloved). All items to be placed in dishwasher and tray disinfected. Paper napkins to be used and disposed of in accordance with guidelines.</p>	<p>breakfast room in the main house. This will remain closed to the family 24/7 at that point and both rooms will have separate tables which are more than 2 metres apart. Staggering breakfast times naturally occurs as well. Remove unnecessary items from the breakfast room (leaflets, etc) and provide on request.</p>	<p>the telephone and by emailing this risk assessment to guests in advance of their stay thus alerting them of their responsibility to respect Covid-19 safe guidelines as well as reassuring them that it is safe to book and stay at Bramlies.</p>	<p>continuous assessment.</p>	
<p>Covid-19</p>	<p>Guests and family – contact</p>	<p>Reduced room servicing throughout stay.</p>	<p>Guests to request additional towels, hospitality tray items, etc., as required.</p>	<p>Owner with applicable PPE.</p>	<p>From now on</p>	<p>28/06/20</p>

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			<p>If guests stay more than 4 nights, they will be offered change of linen and towels which will be changed whilst they are out of the rooms.</p>			
<p>Covid-19</p>	<p>Guests and family – social distancing</p>	<p>Social distancing to be maintained following latest government advice by all parties.</p>	<p>On arrival guests will be shown around the side of the house to the rooms in the garden annex (socially distanced). Room keys will be in the door. Only the guests will enter the room, all explanations of house rules, etc., can be completed successfully at a distance.</p> <p>If, during their stay, two parties meet at the access around the side of the house, one must withdraw and wait to allow the other access – no rule as to which party gives way as it depends on individual guests’ physical abilities and demonstrates general respect for each other and politeness. There are no other potential bottlenecks which cannot be socially distanced with ease.</p>	<p>Owner, family and guests</p>	<p>From now on</p>	<p>28/06/20</p>

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			(See photographs at bottom of document in place of a flow diagram).			
Covid-19	Guests and family – limit of number of people allowed to gather together	Follow latest government advice with regards numbers of people allowed to gather.	Remind guests on arrival if applicable.	Owner	From now on	28/06/20
Covid-19	Family health	If any member of the family feels ill take temperature and isolate in the Green Room in the main house if applicable.	Close B&B until isolation period completed.	Family	From now on	Policy in place 28/06/20
Covid-19	Guest health	If any guest feels ill follow government guidance: <i>"If a guest is displaying <u>signs of the Covid-19 virus while staying in overnight accommodation for a permitted reason, they should inform the accommodation provider, immediately self-isolate where they are to minimise any risk of transmission, and request a test. If they are confirmed to have Covid-19,</u></i>	Room will remain closed for 72 hours before owner will enter, sanitise, clean and change the room, double checking against in house touch points check list. Latest government guidance will always be sought to ensure if stricter measures have been introduced and these will be enforced as a minimum.	Guest and Owner	From now on	28/06/20

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		<p><i>they should return home if they reasonably can. They should use private transport but only drive themselves if they can do so safely. If a guest cannot reasonably return home (for example because they are not well enough to travel or do not have the means to arrange transport), their circumstances should be discussed with an appropriate health care professional and, if necessary, the local authority. Guests should follow government <u>guidance</u> on dealing with possible or confirmed coronavirus (COVID-19) infection. Once the guest has returned to their main residence, they should continue to follow the government guidance on <u>self-isolation, household isolation and social distancing</u>.</i></p> <p><i>This will apply to all guests that were present in the room. If the guest shows acute symptoms, has breathing difficulties or their life is at</i></p>	<p>Guests need to inform owner at the earliest opportunity so that they can discuss next steps. A Bramlies business card will be left in the room displaying contact numbers to assist this (card to be retained by guest/disposed of at the point of sanitising, cleaning and changing the room).</p> <p>Reference to this will be made as the reservation is taken or as soon as possible after if reservation has already been made.</p> <p>If the guest cannot return home, the guest will be expected to pay all costs, as per government recommendations.</p> <p>Any items which, for any unseen reason, do not remain in the room for 72 hours should be double bagged and kept secure for 72 hours before being disposed of in the general rubbish, e.g., cloths, gloves, etc.</p>			

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		<i>potential risk, the owner will seek medical help immediately."</i>				
Legionnaires' Disease	Guests – water system stagnation due to reduced occupancy	Flushing pipes through if rooms are vacant for more than 5 days.		Owner	From now on	28/06/20
Covid-19	Guests and family – contact	Supporting NHS Test and Trace by keeping a temporary record of guests for 21 days to assist with NHS Test and Trace with requests for data if required. QR codes are available for guests to scan at windows at the front and rear of the house.	None – data provided by guests on registration cards as per usual registration procedure. Guests will be informed that QR codes are available for them to scan each time they arrive on site.	Guests	On arrival	28/06/20
Covid-19	Guests and family – contact	Increased frequency of handwashing and heightened surface cleaning as per Government guidelines in addition to before handling or eating food or after blowing noses, coughing or sneezing or	Hand gel also to be used and made available for guests in rooms and at entrance points of main house for family and guests. Family to ensure they wash hands thoroughly or sanitise by using hand gel after helping with bags, etc. Any pens or machines should be	All	From now on	28/06/20

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		going to the toilet as per normal procedures.	disinfected before and after use by guests.			
Covid-19	Guests and family – contact at payment	Encourage guests to pay via online banking.	If this is not possible and payment is to be through the credit card machine, treat the payment as if it were a telephone sale to eliminate guest having to touch the credit card machine.	Owner	From now on	28/06/20
Covid-19	Family – contact	Regular family reminders about transmission threats outside of home to reduce the risk of infection.	Rapid testing is carried out by the family twice weekly.	Owner	From now on	20/05/21
Covid-19	Guests and family – contact	Guests are provided with bin bags.	Guests will be encouraged to dispose of their own waste by tying bags and recycling (green) and normal waste (black) bins explained to reduce the need for family to touch items. If guests do not do this then the owner will dispose of rubbish whilst using correct PPE and washing hands.	Guests/owner	From now on	28/06/20
Covid-19	Guests and family – contact	All crockery and cutlery used by guests to be handled using gloves	Guests can be offered a washing up bowl, liquid and tea towel if they would	Owner	From now on	28/06/20

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		and to be washed and dried in the dishwasher.	like to wash any crockery or cutlery used for food brought into the rooms (takeaways) during their stay and they will then go through the dishwasher when the room is sanitised, cleaned and changed.			
Covid-19	Guests and family – breakfasts and any other food services	Service to tables on the decking or to small table outside the rooms (as above).	Food order taken in advance as previously, the only amendments will be single cereal packets will be provided and a reduced selection of homemade marmalades and jams provided – selected in advance by guest when placing their breakfast order the day before. A different set of condiments will be provided for each room and sanitised after use to avoid cross-contamination.	Owner	From now on	28/06/20
Covid-19	Guests and family – contact	In the event of both rooms completing their 24 hours of closure on the same day, a different set of cleaning utensils (cloths, etc.,) will be used for each room.		Owner	From now on	28/06/20

This is a living document that will be continuously edited and updated as understanding of the virus improves, government guidance changes and the industry develops improved solutions.

Review date	Issue number	Signed
29/06/2020	1	AJD
01/03/2021	2	AJD
20/05/2021	3	AJD

Photographs as mentioned in social distancing section in place of a flow diagram:



Access around the side of the house. The narrow section (just wider than 1m) to the right of the kitchen extension is just less than 5.5m length.



At the end of the kitchen extension the path turns left behind the kitchen and widens to 1.8m for 3.3m length and opens to this picture.



The annex taken from the decking. First door is for the Lily Pad, 2nd (double) door is for the Garden Suite.

ENHANCED SANITATION CONTROLS				
AREA – KITCHEN (REAR OF HOUSE)	CRITICAL		ENHANCED	
Food preparation surfaces	√	Before food preparation for guests (maximum of 2 tables)	√	After food preparation for guests.
Fridge handles	√		√	
Oven handles and dials	√		√	
Microwave	√		√	
Taps	√		√	
All door handles	√		√	
Cupboard handles	√		√	
Light switches	√		√	
Equipment handles	√		√	

ENHANCED SANITATION CONTROLS				
AREA – DECKING AREA (FRONT OF HOUSE, OUTSIDE)	CRITICAL		ENHANCED	
Trays	√	Before breakfast service. Only 1 sitting/table. Max of 2 tables spaced 2m apart.	√	After breakfast service.
Tables	√		√	
Chair arm rests	√		√	
Chair backs	√		√	
Table condiments (if individually wrapped not opted for)	√		√	
AREA – ROOM SERVICE (FRONT OF HOUSE, IN ROOMS)	CRITICAL		ENHANCED	
Trays	√	Before breakfast service in room “bubbles”	√	After breakfast service.
Tables	Entry to “bubble” not possible		Entry to “bubble” not possible	
Chair arm rests	Entry to “bubble” not possible		Entry to “bubble” not possible	
Chair backs	Entry to “bubble” not possible		Entry to “bubble” not possible	
Table condiments (if individually wrapped not opted for)	√		√	

ENHANCED SANITATION CONTROLS	
AREA – GUEST BEDROOMS – In house touch points check list for cleaning (72 hours after check out or on request)	CRITICAL
Light switches	✓
Bedside tables	✓
Remote control (ziplock bag)	✓
Trays	✓
Hospitality trays	✓
Taps	✓
Flush handles and toilet seats	✓
Hair dryer handles	✓
Wardrobe doors	✓
Mini fridge handle and complete casing (Garden Suite)	✓
Kettle handle and lid	✓
Heater and/or fan controls	✓
Laminated WIFI code card	✓
Laminated marmalade and jam selection list	✓
Grab rails/bannisters (once main house is reopened)	✓
Tables	✓
Door handles	✓
Drawer handles	✓
Windowsills	✓
Vanity unit (GS)/Bathroom glass shelf (LP)	✓
Shower head	✓
Shower switches	✓
Window handles	✓
Remove gloves and dispose of them after stripping beds, wash hands and apply clean gloves before putting clean linen on the beds. Same applies to towels, bathmats, tea towels and other removable linen items.	✓
Fog each room to disinfect the complete room including soft furnishings. Clean with “general cleaning products” or hot soapy water. Disinfect using appropriate products and ensuring it is left on the surface for the required time to kill the virus. Look for EN14675 or EN14476 and follow manufacturers guidelines.	✓

If for any reason it is not possible to isolate the room:

- Don't shake laundry and bag up in double bags, leave securely for 72 hours before washing. Wash hands and disinfect any surfaces that may have been contaminated by the bags after taking to the secure place (depot which will not be opened in these circumstances for the 72 hours).
- Fog soft furnishings.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the normal disinfecting/sanitising products.
- Pay particular attention to frequently touched areas and surfaces in the room – see in house touch points check list.
- After cleaning dispose of single-use protective clothing, cloths and mop heads and any other waste in the room by double-bagging and then store securely for 72 hours, then throw away in the regular rubbish after cleaning is finished.
- After cleaning and bagging up waste, wash hands with soap and water for 20 seconds, and dry them with a paper towel. Dispose of paper towel appropriately.
- Pillow protectors, mattress protectors and duvets must be rotated, removed and left bagged for 72 hours between use in this instance.
- Always clean with windows open to allow ventilation. Guests will be encouraged to leave small windows (of the kind we can shut and open from outside) open on departure to allow ventilation and ensure there are no airborne virus in the property anyway.
- Check against PASC UK (Professional Association of Self-Catering UK) for regularly updated cleaning protocols to ensure we are following the most recent guidelines: <http://www.pascuk.co.uk/standards>
- More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/